



Request for Quotations

The U.S. Consulate General, Melbourne is seeking proposals from suitably qualified vendors to provide the United States Consulate in Melbourne with venue and events package with the following requirements:

Scope of Works

- Event Space for group 200+ Cocktail Style
- Food and Drinks for 200+ People for 2 hours
 - o Food Min 6 varieties of canapes (from standard) and 1 variety from premium selection.
 - o Drink Package Standard for event for 2 hours.
- Event for Mid June – Weeknight Evening
- Basic A/V Included
 - o Staging – Small Stage for speeches
 - o Lighting
 - o Lectern
 - o Microphone/speaker set up

Quote should include a per person cost for Food and Beverage for the evening, Venue Hire, Bump in and out times, as well as noted on staffing and security. Venue Space

All bidders must complete company registration and obtain a DUNS number via <https://sam.gov>.

Please email MarleyBL@state.gov to request the NDAA compliance documents that must be obtained to bid successfully.

Please return all bids to MarleyBL@state.gov.

Requests for Quotes close at COB Friday 23rd April 2021